

Los Alamos National Laboratory —Supplemental Instructions

Section: 37 **Service Subcontracting**
Subject: 37.2 **Acquisition of Legal Services**

PURPOSE:	This supplemental instruction (SI) describes the procedures for acquisition of legal services.
POLICY:	Legal services arising out of the University's management of the Laboratory shall be obtained in accordance with Clause 4.1, Insurance — Litigation and Claims, and other related clauses of the prime contract.
SCOPE:	This SI applies to all acquisitions of legal services.
DEFINITION: Legal Services	Legal services means professional services related to claims, litigation or administrative proceedings involving the University, its officers or employees; patent prosecution services; and expert legal counsel or assistance in specialized areas of law.
PROCEDURES:	<p>The University shall procure legal services related to the University's management of the Los Alamos National Laboratory (LANL) in accordance with the following documents:</p> <ul style="list-style-type: none">• Prime Contract Clause 4.1, Insurance — Litigation and Claims.• Other related clauses of the Prime Contract.• DOE policies entitled "Contractor Litigation and Cost Policies and Policies, Terms of Law Firm Engagement, and Allowability of Costs," 61 Fed. Reg. 14763 (the "Ten Commandments").• DOE-approved Litigation Management Policies and Procedures for LANL.• DOE/HQ-GC memorandum from Jane Taylor entitled "Applicability of Ten Commandments Cost Policies to Consultants and Experts" dated April 23, 1996.
RESPONSIBILITIES: Laboratory Counsel	Obtain legal services from outside counsel in accordance with the DOE-approved Litigation Management Policies and Procedures.
REFERENCES:	Prime Contract Clause 4.1, Insurance — Litigation and Claims DOE Acquisition Letter 97-02